

POSITION TITLE:     MANAGER II –  
Deputy Director of Institutional Parole Operations

DEPARTMENT: Board of Pardons and Paroles

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 064105

Performs moderately complex managerial work administering the daily operations and activities of agency programs. Work involves establishing goals and objectives; developing guidelines, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; developing and evaluating budget requests; monitoring budget expenditures; and planning, assigning, and supervising the work of others. Works under general supervision with limited latitude for the use of initiative and independent judgment.

- A. Manages the activities of staff in the program areas; develops and implements techniques for evaluating program activities; develops guidelines, policies, procedures, rules, and regulations; and monitors compliance with policies and procedures.
- B. Establishes program goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; plans, implements, coordinates, monitors, and evaluates policies and procedures; manages evaluation of program activities; and identifies areas in need of change and makes recommendations to improve operations.
- C. Oversees the preparation of management and productivity reports and studies; and prepares other reports and presentations.
- D. Provides technical guidance in the program areas.
- E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- F. Plans, assigns, and supervises the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Business Administration, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning criminal justice administration experience to include four years in the supervision of employees.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.  
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

**B. Knowledge and Skills**

1. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of state government and the state criminal justice system preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to establish, implement, and evaluate program goals and objectives.
6. Skill to review technical data and prepare technical reports.
7. Skill to plan work in order to meet established guidelines.
8. Skill to communicate ideas and instructions clearly and concisely.

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9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill in administrative problem-solving techniques.
12. Skill to manage program activities.
13. Skill in public address.
14. Skill to plan, assign, and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.